

CHILD CARE SUBSIDY BUSINESS PLAN
COUNTY/AGENCY NAME _____
STATE FISCAL YEAR (SFY) 2005-2006

Objective: Each Local Purchasing Agency (LPA) will develop a spending plan for the year to avoid levels of spending beyond what the agency's subsidy allocation will support.

Instructions: Provide a written response for each of the following questions or click in the appropriated box (yes or no box) the appropriate response. Send a completed copy by e-mail or fax to your Subsidy Services Consultant for review. Your Subsidy Services Consultant will contact you if there are any recommended changes. After the Subsidy Services Consultant has reviewed your initial plan and provided feedback, you are encouraged to submit the plan to County Social Services Board or your agency's local governing board for review.

The official due date for the Business Plan is October 15, 2005. Forward the final approved plan to Sherry Young, Policy Planning Consultant, Subsidy Services Section, Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27699-2201 or by Courier #56-20-17.

Funding Management

1. Describe the method your agency uses to monitor spending and to make projections of need as it relates to your current allocation. Be sure that projections for need take into account temporary increased spending levels for serving school-age children in the summer months .

In addition to the DCD Subsidy Expenditure Report, what tracking tool(s) does your agency use to maintain spending levels within your county's allocation?

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2. Is your agency's allocation sufficient to meet the current service level?

☐ Yes ☐ No

If no, describe your agency's plan for assuring that attrition will bring your spending to a level that the current allocation can support.

3. Indicate the name and title of the staff person in a supervisory role who has responsibility for ensuring that your agency's spending is within your allocation amount.

Waiting List Criteria

4. Does your agency currently have a waiting list?

☐ Yes ☐ No

5. If your spending coefficient is at 101% or higher and you don't have a waiting list, please explain why.

6. If your agency typically underspends your subsidy allocation, is a waiting list established?

☐ Yes ☐ No

If yes, please explain why there is a waiting list.

7. In addition to the spending coefficient, what other criteria does your agency consider when establishing a waiting list?

8. The Division of Child Development requests that the subsidy waiting list be reviewed at least twice per year. Does your agency review the list at more frequent intervals?

☐ Yes ☐ No

If yes, indicate the frequency below.

☐ Every 3 months ☐ Every 4 months ☐ Every 6 months ☐ Other _____

9. Describe your process for placing families on the waiting list for subsidy services. Include information about the level of screening to determine if families are eligible, how you track the placement of families on the list and how you determine the order in which families are removed from the waiting list.

Other Resources

10. Describe the efforts your agency has made to engage community partners to identify resources to serve families in need of subsidy services.

11. Provide local contact information for the resources that exist in your area.

Resource	Agency Name	Contact Person	Telephone/Email Address
Head Start Program(s)			
Early Start Program(s)			
Even Start Program(s)			
More at Four Pre - Kindergarten Program (List the county's grantee agency, not individual programs)			
United Way			
Share the Care (or Similar Program)			
Corporate funds			
Resources for school-age children			
Support Our Students (SOS)			
Community In Schools (CIS)			
21 st Century Learning Grants			
Other (Please List)			
Other local resources/funds/scholarships			

12. How will your agency share information about available local resources with parents? You may select more than one.

- ☐ Agency makes initial contact with the resource
- ☐ Contact information given to the family
- ☐ Brochure
- ☐ Other (Please describe.) _____

13. Has your county implemented the Leading by Results initiative?

- ☐ Yes ☐ No

If yes, how has this helped you in administering your Subsidy Program?

14. Does your agency plan to use local Work First or TANF funds for child care?

- ☐ Yes ☐ No

If no, why not?

If yes, at what point during the year will you access the funds?

Smart Start Funding

15. If your agency receives Smart Start funds, indicate below the designated activity that will be funded. Check all that apply.

- ☐ Subsidy services as supported by DCD issued policy
- ☐ Increased income eligibility
- ☐ Children in More at Four Pre-Kindergarten Programs
- ☐ Children in Head Start Programs
- ☐ Bonus payments to providers
- ☐ Enhanced payments to providers
- ☐ To support post-secondary education beyond DCD's 24 month limit
- ☐ Teen parents completing high school
- ☐ Other (Please explain.) _____

16. Does your agency have a signed Memorandum of Understanding (MOU) to support the above Smart Start subsidy activity(ies) for SFY 2005-06?

☐ Yes ☐ No

If no, please describe the documentation your agency will provide to monitoring staff and auditors to verify that the funds are spent for the intended purpose.

17. If applicable, explain why your agency does not use Smart Start funds for child care subsidy services and describe how your agency collaborates with the local partnership to serve families.

DCD Subsidy Services Consultant:

Date proposed plan received by Subsidy Services Consultant.

(Date)

☐ Plan returned to LPA with concerns noted.

(Date)

☐ Plan approved and agency was notified.

(Date)

Local Purchasing Agency:

Reviewed by DSS Director, County Social Services Board or agency's local governing board.

☐ Yes

(Date)

Plan approved by: _____
Director's Signature (Date)

DCD Policy Consultant:

Date plan received by Subsidy Services Section/Raleigh Office.

(Date)